Using the Chemical Catalog to Submit One Manifest "Box or Large Container"

Note: This method uses the catalog to search for the chemicals in the composite instead of searching the PI's inventory. Using this method <u>WILL NOT REMOVE</u> the chemicals from the PI's inventory once the chemicals are picked up by EH&S Support Facility and processed. You must search and add chemicals from the PI's inventory to have them removed. Please allow up to <u>28 days</u> for waste to be removed from your lab; if after 28 days it has still not been removed, contact us at 205.934.3797.

This document covers how to submit a waste request pickup "manifest" via email. The waste request "manifest" represents one box/container or drum in this exercise. You will use (1) 10-gal Carboy with a chemical mixture. Do not worry if the PI does not match. This guide aims to familiarize you with the software and submitting waste requests (manifests).

Before submitting a waste request, you <u>MUST</u> have a Valid User Waste ID Profile and complete the required *CS055: Hazardous Waste Handling & Packing training.*

<u>Note</u>: The system will warn you if the chemicals in the box are incompatible. Safety FIRST! The system will automatically save your work after entering three containers within the same manifest "box".

Example #1 – Create a single waste request (manifest) for (2) 10-gallon carboys with the chemicals list on the old manifest. Bottles/Jugs/Drums are called **containers** in the EHSA system. You will also request two replacement 10-gallon carboys (jugs).

Example #	1 – Large Conta	ainer (Composite) and Order of Two Replacer	nent Con	tainers				
		UNIVERSITY OF ALABAMA AT BIRMIN HAZARDO	IGHAM I DUS WAS	HAZARDOU:	5 MATERIA 5T	LS MANAGEM	ENT	
	1) Generator N	Name_Katy Anderson		OHS	SUPPORT FA	CILITY US	EONLY	
	2) Building Ka	3) Room_347A			EI	PA Generator #	# ALD06-369	-0705
	4) Telephone_	934-9570 5) Date 12/28/2022						
	6) Department	t Genetics			Technic	cian(s)		
	7) Person Con	npleting Manifest April Hannah			Date Tr	ansported		
	(8)Chemical Packing Code	(9) Chemical Compound (One chemical per line)	(10) %	(11) Physical Form	(12) Amt in ml/g	(13) # of Containers	(14) Type of container	(15) Control#
	08FL	[methanol	30	liquid	400001	2	jug	
		acetic acid	7					
		Ethidium bromide (<.01%)	0					
		sodium hypochlorite	4					
		culture medium	15					
		human whole blood	2					
		Giemsa stain	2					
		Wright's stain	4					
		EDTA	1					
		Hank's balanced salt solution	5					
		salt waters]	30					
		REPLACE 2 JUGS						

If there are any new or partially used chemicals that can be reused, please identify them at the time of pick up.

1. To create the waste request "manifest" from Example #1 (above), click on the Waste Pickup Request icon.

	No squiton Lillino
	Dosineu y Regisiekon Form
	Salety Data Streets
	Application for Radiation Monitoring Device
	Lost Badge Form
	Past Radiation Exposure Data Release Form
	UAB Radiation Badge Return Policy
	Pregnancy Declaration Form
ANTON JONES	Project Registration Form
	On Site SDS Search-Hub Access
	Incident Response
	EHSA Public URLs
	OnSite Guide
0_0	
Waste Pickup Safety Training Reports	Inventory Worker Lab PermitsiLicenses Placards Contamination SOP SDS P.I. Equipment Waste Pickup
Request Inspections Records	Registration History Documents Request
	Alerts @ Help .

2. Click on "+ Add a Waste Request."

HSA Waste /	Waste Request Edit	abels							🛛 Help 🔻
+ Add a Waste Reques	t 🖌 Edit a Waste Request 🛛	⊗ Delete a Waste Reqi	Juest + New Lab Room Cle	an Out	Request Pick-Up	Labels and Waste Request Reports +	Status:	Options -	Send Email
Drag a column header									
	and drop it here to group by			Request					
		Completed	Request Date	Number/Container # ↓	Contents				
LIAB Multi Waste					4 4000 000 ML Class Contains	- (Level) FORAV MO 0000 MOM			^
Waste Pick-Up L	O Request Received	No	02-06-2023	P230206001	Acetic acid/ALCIAN BLUE/WAT	r (Elquia) - [GRA1, MC 0000, NRM] TER			
UAB Multi Waste Waste Pick-Up L	• Request Pickup	No		P230203003	6 - 1.000 LT Glass Container (Li Hydrochloric acid	quid) - [1789, 8, II]			

The header information (*Contact, Contact Phone, Contact Email, PI Name, Department, and Location/Room* #) will auto-populate from your USER Waste ID Profile.

3. You will order (2) replacement containers by clicking the **Order Replacements Containers & Labels** button. The compatibility chart will guide you on what chemicals can be boxed together or placed in the same container.

You may order replacement	V Waste Request / Add Pickup Request Ear Labels Sa Waste User ID Hate Publie Ear Publie III	e Defauts • Click to Chart. A f	see Incompatibility Always Refer to SDS for guidance.	Save Cancel
containers (carboys or boxes for 4L bottles). We will notify you by email if it is not available. We do not supply chemical inventory	Contact Edit Jones, Sr. Anton (1099315) PI Name Edit Abbots, Albert (9914)	Contact Pro- (205)/93-7469 Department 5 West Nursing (SW) Pickup Instructions I need 2 replacement container	ajonessr@sab.edu Location / Room ≇ Kat 032-: KuLL HUMAN GENETICS:347A Waste Generator Campus	Type in this section any special instruction i.e. <i>"I</i> need 2 Carboys" or Please expedite
labels. Please get in touch with <u>chemicalsafety@uab.</u> <u>edu</u> for those labels.	Container 1 Waste Type Hazardous Waste "Physical Form '# of Conts. "Container Type Liquid • 2 • 10-gal Carboy Additional Waste Content Information	Container Size 'Unit of Mea V000 MBBIETS	rcentage / Yolume	inspection on Wednesday"

	Waste Conta	ainer Request		×
	Quantity	Description	Comments	*Special Request Require Comments
For this	► a 🛟	10-gal Carboy	<u>^</u>	
example	200	20 Gallon Container		
Type "2" or		30-gal PF drum - OT		
use the	0	30-gal Steel Drum - OT		
arrows.	0	4 foot - Cardboard Fiber box		
	0	5-gal Bucket		
	0	5-gal Steel Drum		
	0	55-gal PF Drum - OT		
	0	55-gal Steel Drum - CT		
	0	55-gal Steel Drum - OT		
	0	8 foot - Cardboard Fiber box	•	Update Cancel

4. Waste Type defaults to Hazardous Waste; Entry Type by Percentage / Volume; select Physical Form (Liquid); Select "# of Conts." (2); Container Type (10-gal Carboy); Container Size (40000); and select Unit of Measure (milliliters). Type in the Location of Waste: be very specific! Add any Additional Waste Content Information (not required). Note: All fields with red asterisks are required fields.

The software refers to Bottles, Carboys, Jugs as "containers."	Container	Maste Type Hazardous Wa Hazardous Wa Hazardous Wa Hazardous Wa Hazardous Wa Hazardous Wa Hazardous Wa	aste 🗸	*Contail • 40000	*Entry Type By	y Percentage / Volu Measure	"Location of Wa Within SAA	aste	Template Op	tions	Optional for any additional information
	Container Con	ntents (Contents of a single contain Chemical Description	starts with	% of Content	Volume	CAS #	Compatibility Category	Multiple Ingredients	Ingredients		concerning the composite or chemical
Click "Search" to find chemical in the UAB Ca If not found, call 205.93 205.934.4798 ** Make sure that yo inventory is curre	d the atalog. 4.3797 our lab's ent.	or		Click to enter % of Content	Click to enter Quantity	Click to enter CAS #				× ×	

5. Click on the **Search** button above by the **Chemical Description**. Type in the chemical's full name: **Methanol** (no abbreviations unless you utilize the *starts with* or *contains* search). Then click search. This will search your current inventory and UAB catalog for the chemical.

Select Chemical			×
Search By Chemical Description Search By Chemical CAS #	methanol Search O Show F	Search starts with Pl's Inventory	X Close
		If you want the chemicals remove your inventory, make sure you selected "Show PI's Invento	ved from u have pry".

6. Click **Select** for the appropriate chemical to add to the container. Enter the percentage of content data, and click anywhere outside of the field; the system will calculate the volume.

Course D	Chemical Descriptio	n methanol	Count of	Chow Bi's Inve	Search s	tarts with			X Close	
Search By	/ Chemical CAS #		Search) show Frs inve	ntory					
Primary Na	ame × † Chemica	Description ×								
	CAS / UAB # Synonym †			Vendor Name Cat		Catalog #	Primary Name	Multiple Ingredients?	Chemical #	
T	T		T		T	T	T	T	¢,	
imary Nar	me: YES									
Chemic	al Description: Metha	nol								
Select	67-56-1	Methanol		Sigma-Aldrich						
Select	67-56-1	Methanol			1	19-2400_SAJ			16025	
Select	67-56-1	Methanol			4	4412-4			15992	
imary Nar	me: NO									
Cont	tainer 1 Waste 1	ype Hazardous Waste	•	*Entry	Type By Perc	sentage / Volume 👻		🙆 Template (Options	
*Phys	ical Form # of Cont	s. Container Type 10-gal Carboy	-	*Container Size 40000	Milliliters	vite Loc	ation of Waste hin SAA			
	ional Waste Content Ir	formation								
Addit										
Addit				Er	nter the pe	rcentage "30"	and the sys	tem will	4	
Addit	iner Contents (Conter	uts of a single container)		E	nter the pe	rcentage "30" calculate the v	and the sys olume.	item will		
Addit Conta	iner Contents (Conter	sts of a single container)	% of Content	El	nter the pe	rcentage "30" calculate the v	and the sys olume.		A	
Addit Conta	siner Contents (Content remical Description sarch Methanol	nts of a single container)	% of Content	61ume 12000	CAS # 67-50-1	rcentage "30" calculate the v Category Flammable	and the sys olume. Ingredients No		A	
Addit Contr Ch	emical Description emical Methanol earch	nts of a single container)	% of Content	Click to enter Quantity	CAS # 67-56-1 Click to enter CAS #	rcentage "30" calculate the v Category Flammable	and the sys olume. Ingredients No			
Addit Conta	emical Description emical Methanol	nts of a single container)	% of Content 30 Click to enter % of Content	Click to enter Quantity	CAS # 67-56-1 Click to enter CAS #	rcentage "30" calculate the v Calegory Flammable	and the sys olume. Ingredients No		*	

7. Repeat steps 4-5 for the following chemicals (*Acetic Acid, Ethidium Bromide, Sodium Hypochlorite, Culture Medium, Human Whole Blood, Giemsa Stain, Wright Stain, EDTA, and Hanks Balance Salt Solution*) until you have all chemicals in the container. Use the same percentages listed below (as seen in Example 1).

Liquid 🔻 2 🖕 10-gal Carboy	•	40000	Milliliters	▼ With	iin SAA	
Additional Waste Content Information This is a composite Container Contents (Contents of a single container)	Your the "C	screen will no ontainer Con F	ot look exac tents" to se pasted so yo	tly like this; y e all of the ch u could see t	ou will ha nemicals. he full vie	ave to scroll down This section was c ew.
Chemical Description starts with	% of Content	Volume	CAS #	Compatibility Category	Multiple Ingredients	Ingredients
Search Methanol	30	12000	67-56-1	Flammable	No	
Search Acetic acid	7	2800	64-19-7	Acid	No	This information w
Search Ethidium Bromide Solution 10 mg/ml	0.1	40	CAS000131		Yes	found in the Pl's
Search SODIUM HYPOCHLORITE 5.25% SOLUTION	4	1600	Click to enter CAS #		No	inventory or the catalog
Search Culture Medium	15	6000	Click to enter CAS #		No	
Search Human Whole Blood	2	800	Click to enter CAS #		No	
Search GIEMSA STAIN	2	800	51811-82-6		No	
Search WRIGHTS STAIN	4	1600	68988-92-1		No	
Search EDTA	1	400	Click to enter CAS #		Yes	
Search Hank's balanced Salt Solution	34.9	13960	Click to enter CAS #		No	
Search	Click to enter	Click to enter Quantity	Click to enter			

- 8. Once you have searched and selected all chemicals for the container, click **Save**.
- 9. A Dialogue box will appear: "Would you like to split multi-containers into individual containers?" click NO.

Conta	nor Time *Container Size *Unit of Measure	*Location of Maste	
10-g	Would you like to split multi-container records into individual containers?	×	Click "NO"
ation		No Yes	

10. Click on Save & Submit. This will send a notification and manifest to the Hazardous Material Support Facility.

ont a 0-g	Would you like to Submit this request for pickup or Save this request & Exit?	aste
ion	Save & Exit Save & Submit	

11. Notification email

star	Sending Wast	e Request Email I	Notifications	Compatibility	Multiple × dients	Ingredi
Salt Solution	•••	Sending Wast	e Request Email No	otifications. Please w	ait.	
	Click to e	nter Click to en	ter Click to enter			

12. Once the email is sent, it will return you to the "Waste Request" screen. It will show you the Request Date with Request Number/Container #.

EHSA Waste /	Waste Request Ed	it Labels												🛛 Help	•
+ Add a Waste Reques Not Completed	Add a Waste Request ✓ Edit a Waste Request O Delete a Waste Request Not Completed			Jest + New Lab Room Clean Out			Duplicate Waste Request		✦ Request Pick-U	Up	Labels and Waste Request Reports	Status:	Options -	Send	d Email
Drag a column header and drop it here to group by that column															
		Completed		Request Date Requ		Request Number	lequest lumber/Container # ↓		Contents						
		T		Ċ.	T		T							-	T
UAB Multi Waste Waste Pick-Up L	O Request Received	No	No 02-10-2023			P230210004		2 - 40000.000 ML 10-gal Carboy (Liquid) - [GRAY, MC 0000, NRM] Methanol/Acetic acid/Ethidium Bromide Solution 10 mg/ml/SODIUM HYPOCHLORITE 5.25% SOLUTION/Cultur Medium/Human Whole Blood/GIEMSA STAIN/WRIGHTS STAIN/EDTA/Hank's balanced Salt Solution							
UAB Multi Waste Waste Pick-Up L	Request Pickup	No		P230210003			1 - 20000.000 ML 30-gal Steel Drum - OT (Liquid) - [RED, UN 1090, 3, 1.1, II] DICHLOROMETHAINE/Methanol/Acetone								
UAB Multi Waste Waste Pick-Up L	Request Pickup	No				P230210002		1 - 2000.000 ML Glass Container (Liquid) - [UN 2789, 8, II] HYDROCHLORIC ACID 1N SOLUTION/Sodium thiosulfate/Acetic acid 1 - 4000.000 ML Glass Container (Liquid) - [1789, 8, II] Sodium thiosulfate/Hydrochloric acid 1 - 1000.000 G Plastic Container (Solid) - [117-IS, MC 0000, NRM] SILICA (QUARTZ)/SODIUM SULFATE/CALCIUM CHLORIDE							
UAB Multi Waste	C Request Received	No	02-10	-2023		P23021	0001	4 - 4.00	0 LT Glass Conta	ainer (Li	iquid) - <i>[WHITE, UN 1789, 8, 6.1, I</i> ווער און אין און און און און און און און און און או	17			
Image: Page 1 of 1 Image: Page 1 of 1 Image: Page 200 million Image: Page 200 million Image: Page 200 million Image: Page 200 million Image: Page 200 million Image: Page 200 million Image: Page 200 million Image: Page 200 million															

13. Click on UAB Multi Waste. This will produce a PDF of the manifest.

EHSA Waste /	Waste Request Edit	t Labels								
+ Add a Waste Request	🖍 Edit a Waste Request	⊗ Delete a Waste Req	uest + New	Lab Room Clean Out	Duplicate Waste	Request		Labels and Waste Request Reports - St		
Not Completed	•									
Drag a column header a	and drop it here to group by	y that column								
		Completed	Request Date	Reque	Request Number/Container # ↓		Contents			
		T		T	T					
UAB Multi Waste Waste Pick-Up L			02-10-2023	P2302	P230210004		2 - 40000.000 ML 10-gal Carboy (Liquid) - [GRAY, MC 0000, NRM] Methanol/Acetic acid/Ethidium Bromide Solution 10 mg/ml/SODIUM HYF Medium/Human Whole Blood/GIEMSA STAIN/WRIGHTS STAIN/EDTA/Har			
UAB Multi Waste Waste Pick-Up L	Request Pickup	No		P2302	10003	1 - 2000 DICH	0.000 ML 30-gal Steel	Drum - OT (Liquid) - [RED, UN 1090, 3, 1. anol/Acetone		

14. You can then print and attach this manifest to the Carboy, jug, or box. (See Below)

2/10/2023	University of Alabama at Birming Hazardous	ham Hazardo Waste Mani	ous Material fest	s Management	Page	1 of 1	
 (1) Generator Nan (2) Building (4) Telephone: (6) Department: 	ne: Abbots, Albert KAUL HUMAN GENETICS (205)934-7469 5 West Nursing	(3) Lab/Room (5) Date: (7) Person Co	: 0324:347A 02/10/2023 mpleting Manifest:	Jones, Sr., Anton	EHS Support Facility Use Only EPA Generator # ALD06-369-0705 Technician: Accumulation Start Date:		
(8) Chemical Waste Code(s)	(9) Chemical Compound (One Chemical per Line)	(10) <u>%</u>	(11) Physical Form	(12) Amount mL, LT, gal, grams	(13) # of Containers	(14) Type of Container	(15) <u>Control #</u> <u>Cont#</u>
	Ethidium Bromide Solution 10 mg/ml EDTA	0.1 1	Liquid	40000 ML	2	GCAR	P230210004 1
D001	GIEMSA STAIN Human Whole Blood	2	Liquid				
D002 D001	SODIUM HYPOCHLORITE 5.25% SOLUTION WRIGHTS STAIN	4 4	Liquid Liquid				
D001, D002	Acetic acid Culture Medium	7 15	Liquid Liquid				
D001, F003, U154	Methanol Hank's balanced Salt Solution	30 34.9	Liquid Liquid				
Improperi Handling ar transportat WILL BE A	Iy labeled hazardous waste will not be accepted. Id Packing Training (CS055). And that the above-name ion according to applicable requirements of the UAB Ch NALYSED AND DISPOSED OF AT THE GENERATOR'S (16) Blazer ID of person c (Attach a completed copy	By entering and s d items/chemical ar emical Safety and I EXPENSE ompleting the manif to the box)	ubmitting this manif e properly classifie Hazardous Material fest : ajonessr	est, I am certifying that I h. d, described, packaged, r Management Program. IN Date: 02/10	ave successf marked, labele MPROPERLY 0/2023	ully completed th d, sealed, boxed, DOCUMENTED C	e annual Hazardous Waste and in proper condition for R UNKNOWN MATERIALS
Additional In	(Attach a completed copy	to the box)					

Supply Requests:	Quantity	Description				
	2	10-gal Carboy				
Pickup Instructions:	I need two r	replacement containers				
Additional Waste Info:	This is a composite					

This is the end of the tutorial. Your manifest should look like the one above. It is okay if the chemicals are different as long as you understand the process of adding additional chemicals to one container.